

INFORMAL PROBATE

MARINETTE COUNTY
REGISTER IN PROBATE
1926 HALL AVENUE
MARINETTE WI 54143

HOURS:
MONDAY - FRIDAY
8:00 AM – 4:30 PM

PHONE: 715-732-7475

NOTE: This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice or complete the forms for you; please contact your attorney if you have questions about how to complete these forms.

Prior to completing any documents, please refer to the following guide:

A Personal Representative's Guide to Informal Probate in Wisconsin

The guide is available at: <https://www.wicourts.gov/services/public/selfhelp/probate.htm>

TO OPEN AN INFORMAL PROBATE: Complete the following documents available at:

<https://www.wicourts.gov/>

PR-1801	Application for Informal Administration
	Original Will and Codicils (if any; no copies allowed) – provide a copy to all interested persons
PR-1806	Proof of Heirship
PR-1807	Consent to Serve
PR-1802	Declination to Serve or Resignation (if necessary)
PR-1803	Waiver and Consent
PR-1804* Or PR-1805*	Notice to Creditors Or Notice Setting Time to Hear Application and Deadline for Filing Claims**
PR-1808	Statement of Informal Administration – a surety bond is required
PR-1810	Domiciliary Letters – only issued after surety bond is obtained
HFC 13033	Probate Claims Notice www.dhs.wisconsin.gov/forms/F1/F13033.pdf

***Note:** Use PR-1804 if all interested persons have signed a *Waiver and Consent*.
Use PR-1805 if any interested person will not or is unable to sign the *Waiver and Consent*.

****Note:** The Personal Representative (PR) will be appointed after the hearing date listed on the *Notice Setting Time to Hear Application and Deadline for Filing Claims*. The following forms must be filed prior to the hearing date:

PR-1817	Affidavit of Service – Indicates when you provided a copy of the Notice Setting Time to all interested parties
From Newspaper	Affidavit of Publication – Indicates the Notice Setting Time was published

BOND: A surety bond will be required prior to the appointment of the Personal Representative.

FILING THE DOCUMENTS: Complete the forms (along with any notary requirements) and contact the Register in Probate office to make an appointment to file the documents. This usually will take about one half hour. You will need to bring all of the original documents and a copy to your appointment.

OR

You may also choose to eFile the documents at:

<https://logon.wicourts.gov/index.html?target=efiling>

TRUSTS: If the decedent's Will establishes a trust, please also complete: PR-1930 *Consent to Serve as Trustee* and PR-1931 *Letters of Trust*.

CERTIFIED COPIES: The cost is \$3.00 for the certification and \$1.00 for each page copied or compared.

OTHER FORMS THAT MAY BE REQUIRED:

PR-1820	Petition to Dispense with Guardian ad Litem
PR-1821	Order Dispensing with Guardian ad Litem

PROOFS:

From Newspaper	Affidavit of Publication – Indicates Notice to Creditors was published
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CLAIMS: The Personal Representative must check to see if any claims have been filed. The website is: <http://wcca.wicourts.gov/index.xsl>. Note: All claims must be satisfied before an estate can be closed and an *Estate Receipt* must be filed for each claim.

INVENTORY: Per Marinette County Local Rule 15, the *Inventory* must be filed **within 90 days** from the date the Personal Representative was appointed.

PR-1811	Inventory – Mandatory filing fee required of .2% of gross assets or minimum of \$20.00
PR-1817	Affidavit of Service – Indicates when you provided a copy of the Inventory to all interested parties

FINAL ACCOUNT:

PR-1814	Estate Account with schedules Note: If property is added to Schedule A, please include an additional filing fee when filing this document.
PR-1817	Affidavit of Service – Indicates when you provided a copy of the Estate Account to all interested parties

ADDITIONAL REQUIRED DOCUMENTS:

PR-1815	Estate Receipts - from creditors when a claim is paid <u>and</u> from heirs for each distribution (partial or full)
	Closing Certificate for Fiduciaries (Obtained from WI Dept. of Revenue)
	Personal Representative's Deed (copy after recorded with the Register of Deeds)
PR-1816	Personal Representative Statement to Close Estate (Due within 12 months of opening the estate – per Marinette County Local Rule 15)